

## Safety and Health Program Assessment Worksheet

Employer

Consultant

Date

SIC

Contact

Number of Employees

### ***Facility Incidence Rates:***

Lost Workday IR (LWDI)

No Lost Workday IIR

Recordable IIR

### ***Industry Incidence Rates:***

Lost Workday IR (LWDI)

No Lost Workday IIR

Recordable IIR

**For each *Sub-Element* under *Program Element (I - IV)* choose the most appropriate number and place in the *Score* area. Additional remarks can be typed in the *Comments* area (What evidence helped identify/verify adequacy? What improvement action is recommended?)**

### I. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

*(Program Element)*

#### **Sub - Elements:**

A. Clear Worksite Safety and Health Policy

**Score:**

- 1.** (4) Workforce accepts, can explain, and fully understands, S&H policy  
 (3) Majority of personnel can explain policy  
 (2) Some personnel can explain policy  
 (1) There is a written (or oral, where appropriate) policy  
 (0) There is no policy

Comments:

B. Clear Goals and Objectives, Set and Communicated

**Score:**

- 2.** (4) Workforce involved in goal development, all personnel can explain desired results and measures  
 (3) Majority of personnel can explain desired results and measures for achieving them  
 (2) Some personnel can explain desired results and measures for achieving them  
 (1) There are written (or oral, where appropriate) goals and objectives  
 (0) There are no safety and health goals and objectives

Comments:

C-1. Management Leadership

**Score:**

- 3.** (4) All personnel acknowledge that top management provides essential safety and health leadership  
 (3) Majority of personnel see top management as active safety and health leaders and participants  
 (2) Top management is visible through safety and health videos, training, and documents  
 (1) Evidence exists that top management is committed to safety and health  
 (0) Safety and health does not appear to be a top management priority

Comments:

**Sub - Elements:**

|   |   |
|---|---|
| C-2. Management Example<br><br><b>Score:</b>                          | <b>4.</b> (4) All personnel acknowledge that top management always sets positive safety and health examples<br>(3) Majority of personnel credit top management for setting positive examples for safety and health<br>(2) Top management can generally be seen modeling positive safety & health behavior<br>(1) Evidence exists that top management generally says and does the right things in support of safety<br>(0) Top management does not appear to follow the basic safety and health rules set for others |
| Comments:   |   |
| D. Employee Involvement<br><br><b>Score:</b>                          | <b>5.</b> (4) All personnel responsible for actively identifying and resolving S&H issues<br>(3) Majority of personnel feel they have a positive impact on identifying and resolving S&H issues<br>(2) Some personnel feel they have a positive impact on S&H<br>(1) Employees generally feel that their S&H input will be considered by supervision<br>(0) Employee involvement in safety and health issues is not encouraged or rewarded  |
| Comments:   |   |
| E. Assigned Safety and Health Responsibilities<br><br><b>Score:</b>   | <b>6.</b> (4) All personnel can explain what performance (including S&H) is expected of them<br>(3) Majority of personnel can explain what performance is expected of them<br>(2) Some personnel can explain what performance is expected of them<br>(1) Performance expectations, including S&H elements, are spelled out for all<br>(0) Specific job S&H responsibilities and performance expectations are generally unknown or hard to find  |
| Comments:   |   |
| F. Authority and Resources for Safety and Health<br><br><b>Score:</b> | <b>7.</b> (4) All personnel believe they have the necessary authority and resources to meet their responsibilities<br>(3) Majority of personnel believe they have the necessary authority and resources to do their job<br>(2) Authority and resources are spelled out for all; but there is often a reluctance to use them<br>(1) Authority and resources exist, but most are still controlled by supervisors<br>(0) All authority and resources come from supervision and are not delegated                       |
| Comments:   |   |
| G. Accountability<br><br><b>Score:</b>                                | <b>8.</b> (4) Safety and health performance for all is measured against goals, clearly displayed, and rewarded<br>(3) Personnel are held accountable for safe performance with appropriate rewards and consequences<br>(2) Authority and resources are spelled out for all; but there is often a reluctance to use them<br>(1) Authority and resources exist, but most are still controlled by supervisors<br>(0) All authority and resources come from supervision and are not delegated                           |
| Comments:   |   |

|  |  |
|--|--|
| H. Program Review (Quality Assurance)<br><br><b>Score:</b> | <b>9.</b> (4) In addition to a comprehensive review, a process used which drives continuous correction<br>(3) A comprehensive review is conducted at least annually and drives appropriate program modifications<br>(2) A program review is conducted, but does not appear to drive all necessary program changes<br>(1) Changes in programs are driven by events such as accidents or compliance activity<br>(0) There is no evidence of any program review process |
| Comments:  |  |

| II. WORKPLACE ANALYSIS<br>(Program Element)                                |  |
|--|--|
| <b>Sub - Elements:</b>   |  |
| A-1. Hazard Identification<br><br><b>Score:</b>                            | <b>10.</b> (4) In addition to corrective action, regular expert surveys result in updated hazard inventories<br>(3) Comprehensive expert surveys are conducted periodically and drive appropriate corrective action<br>(2) Comprehensive expert surveys are conducted, but updates and corrective action sometime lag<br>(1) Qualified safety or health experts survey in response to accidents, complaints, or compliance activity<br>(0) There is no evidence of any comprehensive expert hazard survey having been conducted                |
| Comments:  |  |
| A-2. Hazard Identification (Change Analysis)<br><br><b>Score:</b>          | <b>11.</b> (4) Every planned/new facility, process, material, or equipment is fully reviewed by competent personnel<br>(3) A hazard review of all planned/new facility, process, material, or equipment is conducted by experts<br>(2) Planned/new facility, process, material, or equipment considered high hazard are reviewed<br>(1) Hazard reviews of planned/new facility, process, material, or equipment are problem driven<br>(0) No system or requirement exists for hazard review of planned/new operations                          |
| Comments:  |  |
| A-3. Hazard Identification (Job and Process Analysis)<br><br><b>Score:</b> | <b>12.</b> (4) Employees are involved in the development of current hazard analysis on their jobs<br>(3) A current hazard analysis exists for appropriate jobs and processes and is understood by affected employees<br>(2) A hazard analysis program exists for appropriate jobs and processes and is understood by affected employees<br>(1) A hazard analysis program exists; but few employees are involved and most are not aware of results<br>(0) There is no routine hazard analysis system in place at this facility                  |
| Comments:  |  |
| A-4. Hazard Identification (Self-Inspection)<br><br><b>Score:</b>          | <b>13.</b> (4) Employees and supervisors are trained, conduct routine joint inspections, and all items are corrected<br>(3) All employees are trained in inspection techniques and all routinely participate in workplace inspections<br>(2) Routine inspections are conducted by selected personnel which drive appropriate corrective action<br>(1) An inspection program exists; but few employees are involved and coverage and corrective action are not complete<br>(0) There is no routine inspection program in place at this facility |

Comments:

B. Hazard  
Reporting  
System

- 14.** (4) Employees are empowered to correct any hazards identified on their own initiative  
(3) A comprehensive system for gathering hazard information exists; is positive, rewarding and effective  
(2) A system exists for hazard reporting; employees feel they can use it; but it may be slow to respond  
(1) A system exists for hazard reporting; but employees may find it unresponsive or be unclear on its use  
(0) No hazard reporting system exists and/or employees do not appear comfortable reporting hazards

**Score:**

Comments:

**Sub - Elements:**

C. Accident/Incident  
Investigation

- 15.** (4) All loss-producing incidents and "near misses" are investigated for root cause with effective prevention  
(3) All OSHA-reportable incidents are investigated and effective prevention is implemented  
(2) OSHA-reportable incidents are generally investigated; cause identification/correction may be inadequate  
(1) Some investigation of incidents takes place, but root cause is seldom identified, correction is spotty  
(0) Incidents are either not investigated or investigations limited to report writing required for

**Score:**

Comments:

D. Injury/Illness  
Analysis

- 16.** (4) All employees are fully aware of incident trends, causes, and means of prevention  
(3) Trends fully analyzed & displayed, common causes communicated, management ensures prevention  
(2) Data is collected and analyzed centrally, common causes communicated to concerned supervisors  
(1) Data is centrally collected and analyzed; but not widely communicated for prevention  
(0) Little or no effort is made to analyze data for trends, causes, and prevention

**Score:**

Comments:

A. Timely Hazard  
Control

- 17.** (4) Hazard controls fully in place, known to workforce, with concentration on engineering controls and reinforced/enforced safe work procedures  
(3) Hazard controls fully in place with priority to engineering controls, safe work procedures, administrative controls, and personal protective equipment (in that order)  
(2) Hazard controls fully in place; but order of priority variable  
(1) Hazard controls are generally in place; but priority and completeness varies  
(0) Hazard control is not considered complete, effective and appropriate in this workplace

**Score:**

Comments:

|  |  |
|--|--|
| B. Facility-Equipment Maintenance<br><br><b>Score:</b> | <b>18.</b> (4) Operators are trained to recognize maintenance needs and perform/order timely maintenance<br>(3) An effective preventive maintenance schedule is in place and applicable to all equipment<br>(2) A preventive maintenance schedule is in place and is usually followed except for higher priorities<br>(1) A preventive maintenance schedule is in place; but is often allowed to slide<br>(0) There is little or no attention paid to preventive maintenance |
| Comments:  |  |

### III. HAZARD PREVENTION

(Program Element)

|   |  |
|---|--|
| <b>Sub - Elements:</b>  |  |
| C-1. Emergency Planning and Preparation (Training)<br><br><b>Score:</b> | <b>19.</b> (4) All personnel know immediately how to respond as a result of effective planning, training, and drills<br>(3) Most employees have a good understating of responsibilities as a result of plans, training, and drills<br>(2) There is an effective emergency response team; but others may be uncertain of their responsibilities<br>(1) There is an effective emergency response plan; but training and drills are weak and roles may be unclear<br>(0) Little effort is made to prepare for emergencies   |
| Comments:   |  |
| C-2. Emergency<br><br><b>Score:</b>                                     | <b>20.</b> (4) Facility is fully equipped for emergencies, all systems and equipment in place and regularly tested, all personnel know how to use equipment and communicate during emergencies<br>(3) Well equipped with appropriate emergency phones and directions, most people know what to do<br>(2) Emergency phones, directions, and equipment in place; but only emergency teams know what to do<br>(1) Emergency phones, directions, and equipment in place; but employees show little awareness<br>(0) There is little evidence of an effective effort at providing emergency equipment and information |
| Comments:   |  |
| D-1. Medical Surveillance Program (as required)<br><br><b>Score:</b>    | <b>21.</b> (4) Occupational health providers available on-site, fully involved in hazard identification and training<br>(3) Occupational health providers there when needed and generally involved in assessment and training<br>(2) Occupational health providers are frequently consulted about significant health concerns<br>(1) Occupational health providers available; but normally concentrate on clinical issues<br>(0) Occupational health providers assistance is rarely requested or provided  |
| Comments:   |  |
| D-2. Medical Treatment Availability<br><br><b>Score:</b>                | <b>22.</b> (4) Personnel fully trained in emergency medicine are always available on-site<br>(3) Personnel with basic first aid skills are always available on-site and emergency care is close by<br>(2) Personnel with basic first aid skills are usually available with community assistance near-by<br>(1) Either on-site or near-by community aid is always available<br>(0) On-site and/or community aid can not be ensured at all times   |

Comments:

#### IV. SAFETY AND HEALTH TRAINING

(Program Element)

##### Sub - Elements:

A. Employees learn responsibilities and underlying reasons

- 23.** (4) Employees involved in hazard assessment, help develop and deliver training, all are trained  
 (3) Facility committed to high quality employee hazard training, ensures all participate, regular updates  
 (2) Facility provides legally required training, makes effort to include all personnel  
 (1) Training is provided when need is apparent, experienced personnel assumed to know material  
 (0) Facility depends on experience and informal peer training to meet needs

**Score:**

Comments:

B-1. Supervisors learn responsibilities and underlying reasons

- 24.** (4) All supervisors assist in worksite analysis, ensure physical protections, reinforce training, enforce discipline, and can explain work procedures  
 (3) Most supervisors assist in worksite analysis, ensure physical protections, reinforce training, enforce discipline, and can explain work procedures  
 (2) Supervisors have reviewed basic training, appear to understand and demonstrate importance of worksite analysis, physical protections, training reinforcement, discipline, knowledge of procedures  
 (1) Supervisors make reasonable effort to meet S&H responsibilities; but have limited training  
 (0) There is no formal effort to train supervisors in safety and health responsibilities

**Score:**

Comments:

B-2. Managers learn safety and health program management

- 25.** (4) All managers have received formal training in S&H management and demonstrate full understanding  
 (3) All managers follow, and can explain, their roles in S&H program management  
 (2) Managers generally show a good understanding of their S&H management role and usually model it  
 (1) Managers are generally able to describe their S&H role; but often have trouble modeling it  
 (0) Managers generally show little understanding of their S&H management responsibilities

**Score:**

Comments:

| Safety & Health Program Element | Possible Score | Actual Score |
|---------------------------------|----------------|--------------|
| Management Leadership           | 36             |              |
| Workplace Analysis              | 28             |              |
| Hazard Prevention and Control   | 24             |              |
| Safety and Health Training      | 12             |              |
| <b>TOTALS</b>                   | <b>100</b>     |              |